

**Title: #VIII-2. Procedures for Canceling Classes or Closing the College**

**Date: May 8, 2008** (to replace version dated October 28, 2002)

---

I. Canceling Classes

In cases of severe inclement weather the college may cancel all classes for students. When such action is taken, the following procedures will be observed on both the Parkersburg and Jackson County campuses.

Radio and TV stations will be notified when classes are canceled. When a morning announcement is made that all classes are canceled, the cancellation will normally apply to both day and evening schedules. The announcement will be made by 6 a.m.

In some cases, early morning classes may be canceled and classes will start on a regular basis later in the day.

Should weather conditions occurring during the day necessitate cancellation of evening classes, the announcement should be made no later than 3 p.m.

It is not the prerogative of individual faculty members to cancel their classes because of inclement weather. The Executive Dean of Academic Affairs in cooperation with division chairpersons will make such decisions. If a faculty member cannot meet a scheduled class because of weather conditions, he/she is to notify his/her division chairperson.

The following guidelines will be used with respect to scheduling make-up days to cover loss of instruction due to class cancellations because of inclement weather.

1. If emergency closings cause the loss of one week's instruction in any course (e.g., one three-hour evening class, two 75-minute daily classes, or three 50-minute daily classes) or less than one week's instruction, the faculty members have responsibility of any necessary make-up for work lost. They will inform their respective division chairs of the means being used for this make-up.
2. If emergency closings cause the loss of more than one week's instruction in any course (e.g., more than one three-hour evening class, more than two 75-minute daily classes, or more than three 50-minute daily classes), the Dean's Council and appropriate faculty and student representatives will work out an acceptable schedule of make-up days for those classes that have

been lost in excess of one week's instruction. Make-up days, if needed, will be scheduled either during announced Spring Break or during the week that is identified for semester examinations. Students will be notified of such plans.

## II. Closing the College

In the event that an emergency exists, the president, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the college. Such a declared emergency could occur under extremely severe weather conditions, which causes public safety officials to declare an emergency and other city, county, and state agencies are forced to close.

Work time lost during an inclement weather/emergency closure will be considered regular work time for pay purposes and will not require time be charged to leave, nor will there be a requirement that the time be made up. Absence from work due to weather or other personal emergency, outside of the period designated by the president/designee as an inclement weather/ emergency closure, must be charged to an employee's accrued time, *other* than sick leave; or, with supervisory approval, made up within the same workweek.

When the college is closed, only those people who have been specifically scheduled (i.e., for snow removal, switchboard operation and security of facilities) will work. Compensatory or overtime cannot be used by any employee not specifically scheduled to report during the closed hours. Exempt employees required to work during an inclement weather/emergency closure will be compensated with substitute time off on an hour-for-hour worked basis, in addition to regular pay. Non-exempt employees will be compensated for work performed during an inclement weather/emergency closure through substitute time off (STO), or pay at the rate of one and one-half for actual hours worked, in addition to regular pay. Compensation of a non-exempt employee with STO requires prior written agreement between the employee and supervisor; such time must be used within six months. Absent the written agreement with the non-exempt employee, compensation must be in pay.

Inclement weather/emergency closure compensation is separate from overtime compensation.